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Office Memorandum • UNITED STATES GOVERNMENT

TO : Comptroller

DATE: 21 October 1955

FROM : Acting Deputy Chief, Finance Division

SUBJECT: Items of Interest for Your Proposed Field Trip

1. The following items may be of interest in connection with your proposed field trip:

STATION ACCOUNTINGS

██████ Lack of support. Station does not comply with regulations on unusual items. It took over six (6) months to get an answer to our dispatch requesting information with reference to a cash shortage and it was received only after instructions were issued by the SSA-DD/S to Chief, Far East to obtain info. The station also has a large number of suspense items and does not reply promptly to our dispatches.

Accountings are backlogged, as of 7 October 1955, June 1955 accounting has not been received. Numerous suspense items - mostly items which were claimed on accountings but are specifically disallowed by regulations

██████████ Numerous suspense items - due mostly to lack of proper documentation or disbursements, i.e., receipts, certificates, etc. Station has improved in recent months however.

Station experiencing considerable difficulty in connection with Liquidating Project [REDACTED] as evidenced by a six (6) page cable received at Headquarters on 28 September 1955. See cable [REDACTED] (IN 12553) for details.

PAYROLL AND TRAVEL

Suggest familiarization with new pay instructions on WAE contract personnel now subject to Social Security - Finance Division Operating Procedure 30-3 [REDACTED].

Leave for periods of travel are very slow in being reported to Headquarters. Would like a positive report whether or not leave was charged.

Duty Status Reports: Form used. Much improved, but some stations (██████████ etc.) are still using form other than the one specified in regulation.

JOB NO. BOX NO. FLD NO. DOC. NO. 8 NO CHANGE
 IN CLASS/ EX CLASS/ CLASS CHANGED TO: TS S © RET. JUST. 22
 NEXT REV DATE 10 REV DATE 6/2/80 DOCUMENT 029225 TYPE DOC. 02
 NO. PGS 2 CREATION DATE ORG 6/2/80 38 ORG CLASS S
 REV CLASS C REV COORD. AUTH: HR 70-3

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Overtime: Tours of duty (prescribed hours of regular work) should be reported where other than 0830-1700 to facilitate calculation of overtime and night differential.

Notices: Give prompt notice of arrivals and departures at stations, (employees and dependents). Especially important for differential areas.

PERSONNEL

25X1A
25X1A
25X1A
25X1A

[REDACTED] was nominated to field for slot 1034 at [REDACTED] position vacated by [REDACTED]. After processing [REDACTED] for this position, but prior to his departure, a cable was received proposing the following:

25X1A

[REDACTED]

25X1A
25X1A
25X1A

Dispatch [REDACTED] 6786 dated 27 September 1955, received in RI 10 October 1955, also requests the above and in addition proposed that [REDACTED] be reassigned to [REDACTED] vacated position and that Headquarters send a replacement for [REDACTED] in a GS-9 position.

25X1A

25X1A

For several reasons the above cannot meet with Headquarters approval. Finance Division feels [REDACTED] is properly slotted in 1034, GS-9. In addition, this position was specifically discussed with him, he accepted the location, and was processed accordingly.

The Finance Division projects its rotation and reassignment of personnel over a six-months' period; places people in training after location and position discussion with the employee and acceptance by the area division involved. These choices are carefully considered from the standpoint of anticipated progress of the individuals concerned from a career standpoint, giving careful consideration to previous Headquarters and/or field experience in relation to the type of training necessary to round out the individual concerned. In view of these factors and other items dealing with the personality, strength of character, ultimate potential of the individuals, Headquarters cannot successfully administer its career program if this type of recommendation and proposals are sponsored at field level. It is requested that every effort be made to discourage this type of action at field level so that Headquarters can effectively assign or replace personnel based on formal requests

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received from the area division concerned.